

**THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE EIGHTEENTH DAY OF NOVEMBER, 2004**

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Florence Gray Center, One York Street, Newport, Rhode Island, at 4:30 p.m. on November 18, 2004.

PRESENT:	Commissioner	Jan Shapin
	"	Frank Landry
	"	Rodney P. Bowley
	"	John J. Crowley, Jr.
	"	Elizabeth Fuerte
	"	Jade Hall
	"	Eric Watne

ABSENT: None

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

Chairwoman Shapin introduced the Authority's new Senior Housing Manager, Domenic Butler.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Minutes of the Regular Monthly Meeting of October 14, 2004 were approved by the Commissioners.

The itemized monthly bills reports were presented to the Commissioners for their review and approval.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, payment of the bills was approved.

The Secretary informed the Commissioners that the Community Oriented Policing Officer is attending a training program and provided them with a copy of the C.O.P.'s report detailing activities within the developments during the past month.

The Secretary reviewed with the Commissioners the Consent Calendar items which included the Occupancy, Applications and October Collection Loss Reports.

Upon a motion by Commissioner Landry, seconded by Commissioner Hall, and unanimously carried, the Consent Calendar items were approved.

The Secretary provided the Commissioners with a progress report on the Master Plan for the Chapel Terrace, Donovan Manor, low-rise and Edgar Court developments and informed them that the first charrette was well attended, and that meetings with Taylor & Partners and residents are ongoing.

The Secretary informed the Commissioners that a second charrette will be scheduled for mid January.

The Secretary presented to the Commissioners a bill from Taylor & Partners in the amount of \$6,018.10 in conjunction with their contract to provide consulting services for the Master Plan, and recommended payment be approved.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the Secretary was authorized to pay the bill from Taylor & Partners in the amount of \$6,018.10.

The Secretary informed the Commissioners that with regard to the replacement housing program, the screening committee interviewed each of the three developers who submitted proposals for the development of eight units of co-op housing and recommended that a development agreement be awarded to Church Community Housing Corporation.

Upon a motion by Commissioner Crowley, seconded by Commissioner Hall, and unanimously carried, the Secretary was authorized to enter into a development agreement with Church Community Housing Corporation to develop eight units of co-op housing, pending the developer agreement, budget and site plan approval.

The Secretary requested that the Commission authorize him access to a not-to-exceed amount of \$50,000 from the Authority's 11B program funds to be used for any up front costs that may be associated with the development of the co-op housing.

The Secretary informed the Commissioners that any amount used to cover initial costs will be regarded as a loan to CCHC and will be repaid by the developer, and that any amount borrowed from the 11B program funds will be done in accordance with policy.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Secretary was authorized to access, upon approval by HUD (to be obtained by Attorney Nicholson), an amount not-to-exceed \$50,000 from the 11B program funds should it become necessary to cover initial costs associated with the development of the co-op housing.

The Secretary provided the Commissioners with a copy of a survey that had been given to residents of the Donovan Manor and informed them that the survey resulted in a 40% response from residents, and that their comments were mostly positive.

The Secretary introduced Vincent DeSanctis, Associate V.P. of the Community College of Rhode Island's Newport Campus, who expressed his thanks to the Commissioners for the temporary office space provided to them at the Florence Gray Center.

Mr. DeSanctis informed the Commissioners of efforts that are being made for student recruitment as well as construction progress on the new campus, employment opportunities and programs that will be offered.

The Secretary indicated that Community College of Rhode Island has set a tentative date of December 10th for an open house at the Florence Gray Center.

The Secretary informed the Commissioners that with regard to the Authority's proposed Five-Year and Annual Plan for Fiscal Year 2005, the Plans have been made available for public review, a meeting was held with the Newport Resident Council to review the Plans and accept their comments, and that a public hearing will be held January 6, 2005 to receive public comment.

The Secretary informed the Commissioners that staff is developing an operating budget that will reflect a site-based cost center and that a workshop will be held in December to provide them with in-depth information.

The Secretary informed the Commissioners that a number of housing authorities statewide have agreed to form a collaborative group to solicit proposals for an energy audit and informed them that to this end, a proposed Cooperative Agreement has been prepared and sent to legal counsel for review.

The Secretary informed the Commissioners of the merits of an energy audit, including the potential for purchasing utilities wholesale as a group, that is expected to result in substantial savings to the Authority.

The Secretary indicated that the estimated fee for the Authority would be \$5,500 plus a not-to-exceed fee of \$1,000 for the firm who performs the energy audit, and recommended that the Commission authorize him to enter into a Cooperative Agreement with other housing authorities in the state to solicit proposals for an energy audit.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Secretary was authorized to enter into a Cooperative Agreement with housing authorities within the state, pending review by legal counsel, for the purpose of soliciting proposals for an energy audit.

The HOPE VI Director provided the Commissioners with the monthly HOPE VI program report which included the Phase I and Newport Heights reports, and informed them that we are at full occupancy at Newport Heights.

The HOPE VI Director informed the Commissioners that initial relocation in Phase II is complete, and that although there were several water interruptions within the past month, the residents were notified in advance of planned water interruption and food and bottled water was provided to those residents who were affected by the water shut off. Residents were very cooperative and understanding and appreciated Authority staff efforts.

The HOPE VI Director informed the Commissioners that the planning process is underway for Phase III with the tax credit application being submitted to Rhode Island Housing in October.

The HOPE VI Director informed the Commissioners that an advertisement to hire a relocation specialist was run and that she expects to complete interviews within the next two weeks.

The HOPE VI Director informed the Commissioners that under the CSS program they are continuing outreach for the ESL and GED programs, that a high interest in the homeownership program was recognized from residents in Phase III and this information was provided to Church Community Housing Corporation for follow-up.

The HOPE VI Director informed the Commissioners that a year end review of CSS commitments has been performed and a report will be provided to them at the December meeting.

The HOPE VI Director informed the Commissioners that ten persons have been hired under the Section 3 program and work is ongoing to assist those residents who are seeking employment under this program.

The HOPE VI Director informed the Commissioners that an advertisement has been placed for Neighborhood Network Center Coordinator and expect to complete interviews within the next few weeks.

The HOPE VI Director informed the Commissioners that she expects the computer lab to be up and running in December and is receiving interest from residents and Sullivan School staff.

The HOPE VI Director provided the Commissioners with the following bills associated with the HOPE VI program and recommended payment be approved:

1. Abt Associates, - \$12,931.88
2. Klein Hornig, LLP - \$1,064.00
3. Rock Consulting Group - \$8,615.00

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, payment of the HOPE VI bills was approved.

The HOPE VI Director informed the Commissioners that she is preparing a Disposition Application for Phase III to be submitted to HUD and provided them with a copy of a Resolution required for board approval.

The Secretary informed the Commissioners that included in the Resolution for the disposition application is the proposed parcel of Sunset Hill in the event the Commission chooses to transfer this parcel at some future date.

Resolution No. 988 was introduced and read by Commissioner Crowley and moved for adoption requesting that the Executive Director be authorized to execute documents, provide certifications, and submit to HUD for approval, a request to dispose of the land in Phase III of Tonomy Hill, HUD project number RI 43P005003. Seconded by Commissioner Fuerte and carried unanimously.

Mr. Robert Sabel of Rhode Island Legal Services presented questions pertaining to residents hired under the Section 3 program and the specific jobs for which they qualify.

HOPE VI Director responded that numerous efforts are being made on behalf of the residents to provide them with the opportunity for continued education as well as employment opportunities.

The Director of Finance provided the Commissioners with copies of the following monthly reports: Investment, Budget Review, Rental Income, Grant Fund Expenditure, HOPE VI Spending Summary and the Medical Trust Investment funds.

The Director of Finance informed the Commissioners that with regard to the Section 8 Voucher Program, Church Community Housing Corporation has advised that a number of project-based units are ready to receive vouchers. CCHC also indicated that they will submit a proposal for two additional project-based units at the VanZandt location which gives the Authority a total of 16 project-based units.

Commissioner Bowley requested that the Minutes reflect his recent request for information regarding the Authority's Section 8 program and that the Section 8 Coordinator, Virginia Ricciardi, was most knowledgeable and provided him with a wealth of information which he greatly appreciated.

The Director of Finance provided the Commissioners with a copy of the FY 2006 Operating Subsidy requesting \$3.5 million in subsidy from HUD, and responded to questions.

Resolution No. 987 was introduced and read by Commissioner Landry and moved for adoption approving the FY 2006 Operating Subsidy request in the amount of \$3.5 million from HUD. Seconded by Commissioner Bowley, and unanimously approved.

The Director of Maintenance provided the Commissioners with a copy of his monthly report which included details concerning water break damages caused by Dimeo Construction at the Hillside Avenue location, and the corrective action taken by the contractor.

The Director of Maintenance provided the Commissioners with a progress report on work at the mid-rise building being constructed by Dimeo.

The Director of Maintenance informed the Commissioners that he anticipates going out to bid next week for a sprinkler system for the Donovan Manor, and that specifications are being finalized at this time.

The Director of Maintenance informed the Commissioners that work on the generator and transformer is expected to start within the next two weeks.

The Director of Maintenance informed the Commissioners that he solicited proposals to provide uniforms for the Maintenance department staff and recommended that the contract be awarded to the low bidder, Aramark, for their bid price of \$52.56.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the contract to provide uniforms for Maintenance staff was awarded to Aramark.

The Director of Social Services provided the Commissioners with the Social Services monthly report and informed them that in collaboration with the Mason's, they will be providing Thanksgiving baskets to a number of families.

The Director of Social Services informed the Commissioners that she will again be preparing dinner for those residents at the High Rise as well as arranging for deliveries to some of the elderly development residents.

The Commission recognized Susan Long, President of the Newport Resident Council, who provided the Commissioners with a copy of the Resident Council report of activities for the month.

Ms. Long indicated that a number of residents have expressed interest in a class for young parents that would provide them with guidance in certain areas of parenthood.

The Director of Social Services informed Ms. Long that there are several programs available and she will provide her with additional information.

The Commission was addressed by a resident, Yvette Harris, who requested that she be provided with a personal copy of meeting documents prior to the Commissioners' meeting each month.

The Chairwoman stated that copies of meeting documents are provided each month to the Newport Resident Council for public review prior to the monthly meeting, as well as websites for the City and Secretary of State, and that if Ms. Harris wants a personal copy she should submit a written request to the Commissioners for their consideration.

Commissioner Fuerte requested that the Minutes reflect that the package of meeting documents provided to the Newport Resident Council each month is for *any* resident to review.

Commissioner Crowley expressed his concern regarding the number of stray cats in the developments.

The Secretary informed the Commissioners that he will be presenting to them at the next meeting his evaluation and recommendation regarding this matter.

Upon a motion by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried the meeting adjourned at 5:50 p.m.